

<p align="center">Northern ROP 6: Hours of Work</p>	<p align="center">Page 1 of 1</p>								
<p align="center">Division of Forensic Science Northern Laboratory Regional Operating Procedure</p>	<p>Amendment Designator: 3</p>								
	<p>Effective Date: 12/01/04</p>								
<div data-bbox="703 346 997 375" data-label="Section-Header"> <p align="center">N-ROP 6: Hours of Work</p> </div> <div data-bbox="198 409 339 438" data-label="Section-Header"> <p>6-1 General</p> </div> <div data-bbox="246 472 1317 501" data-label="Text"> <p>This ROP documents the application in the Northern Laboratory of policies related to hours of work.</p> </div> <div data-bbox="198 535 371 564" data-label="Section-Header"> <p>6-2 References</p> </div> <div data-bbox="295 598 1018 690" data-label="List-Group"> <ul style="list-style-type: none"> • DHRM Policy 1.25, Hours of Work • DCJS Policy 14, Hours of Work and Alternate Work Schedules • DFS Safety Manual “Working Alone” </div> <div data-bbox="198 724 431 753" data-label="Section-Header"> <p>6-3 Work Schedules</p> </div> <div data-bbox="295 787 1466 1001" data-label="List-Group"> <ul style="list-style-type: none"> • Employees may request alternate work schedules according to the following defined options: <div data-bbox="436 816 1466 934" data-label="Table"> <table> <tr> <td>Schedule A</td><td>Five 8’s</td></tr> <tr> <td>Schedule B</td><td>Four 9’s and one 4</td></tr> <tr> <td>Schedule C</td><td>Four 9’s and one 8 / four 9’s and 8 off (2 week cycle) (<i>exempt employees only</i>)</td></tr> <tr> <td>Schedule D</td><td>Four 10’s</td></tr> </table> </div> • Supervisors may request schedules A, B and C only • Approval for a requested AWS is contingent on adequate work coverage in the affected section. </div> <div data-bbox="198 1035 412 1064" data-label="Section-Header"> <p>6-4 Lunch Periods</p> </div> <div data-bbox="295 1098 1443 1157" data-label="List-Group"> <ul style="list-style-type: none"> • Lunch periods shall be 30 or 60 minutes and will be staggered within a section to ensure adequate work coverage. </div> <div data-bbox="198 1215 388 1245" data-label="Section-Header"> <p>6-5 Procedures</p> </div> <div data-bbox="319 1278 1520 1409" data-label="List-Group"> <ul style="list-style-type: none"> • Work schedule start times shall be on the hour or the half-hour, e.g. 7:00 am, 7:30 am, 8:00 am, etc. • Established schedules shall have no more than one-half of section personnel off on the same day/hours. • Employees shall consider safety issues in the draft policy on “working alone” when making requests, as will supervisors in making recommendations. </div> <div data-bbox="1445 1568 1515 1598" data-label="Text"> <p align="right">◆ End</p> </div>		Schedule A	Five 8’s	Schedule B	Four 9’s and one 4	Schedule C	Four 9’s and one 8 / four 9’s and 8 off (2 week cycle) (<i>exempt employees only</i>)	Schedule D	Four 10’s
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